

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 310901 50364A
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☒ c. Other (explain) Vacant

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority FRC	Supply Supervisor FSN-0905			
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (If different from official title) N/A	7. Name of Employee Vacant			
8. Office / Section General Services Office	a. First Subdivision: Management Section			
b. Second	b. Third Subdivision:			
9. This is a complete and accurate description of the duties and responsibilities of my position Vacant Printed Name of Employee _____ Signature of employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)			
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)			

13. Basic Function of Position: The selected applicant may be hired at a developmental level for this position, until knowledge of internal operating procedures of the section has been attained and required training completed. Estimated time at the developmental level is one-year. Promotion to the full performance level of the position, FSN-08 will be contingent upon successful completion of 52 weeks in grade, required training, and funding availability. Supervises the Embassy's property management services to all ICASS agencies. Supervises a total of 3 employees and daily laborers. Responsible for the supervision and coordination for the following property management activities: receiving, storage, inventory, issuing, accountability, standardization, maintenance, supplies ordering and disposal of all expendable and non-expendable official property. Incumbent is the COTR for disposal property outsourced contracts. Incumbent is required to ensure that appropriate performance standards are met and that operations are consistent with SHEM and Post safety regulations, including warehouse operations and facilities conditions within that workspace.

14. Major Duties and Responsibilities**% OF TIME**

A. Supervision & Non-Expendable Property Management

55% OF THE TIME

1. Supervises three employees in the Property Management Group, as well as multiple daily laborers who perform work related to property management duties, such as the movement and installation of residential furniture, the removal and auctioning of excess property and the destruction of some limited items, as a method of disposal.
2. Coordinates all activities related to the annual inventory performed by the inventory clerk and warehouse staff. Works with the Property Coordinator, individual offices and the warehouse crew to ensure that the lengthy processes are completed on time and correctly every year. Ensures that documentation related to the annual inventory is correctly prepared and executed, providing guidance and support, as well as management-level advice, to the corresponding staff. Reviews SOPs related to the receipt, issuance, storage and disposal of property and identifies potential areas for improvement, weaknesses or inefficiencies. Provides advice or recommendations, as appropriate. An attempt to resolve most problems related to this annual exercise without supervisor interference and provides potential solutions when he or she cannot resolve these.
3. Supervises the operations of the Embassy Warehouse and related computer systems. Verifies that staff are complying with safety requirements, maintaining workspace cleanliness and safety and that his staff observe SHEM requirements for their work spaces. Responsibility is primarily related to verification of compliance and supervisory control. Incumbent is also responsible for ensuring that the property application and obligatory documentation is used consistently and correctly across the various property functions. For example, ensures in/out receipts for any property entering or leaving the warehouse. Confirms that these are entered into the inventory system so that the basic inventory is kept up to date. This may require the incumbent to self-instruct on various changes, updates or new rollouts of property management software.
4. Provides approval for routine furniture and property moves and coordinates when these moves require multiple section support, as with appliances that require installation. Participates in make-readies, ensuring contractor support is adequate and timely and overseeing the delivery of furniture, placement and monitoring the condition of furnishings.
5. The incumbent must maintain adequate records of furniture use, age and cost and recommend timely replacement of furnishings, appliances and other equipment based on established post policy or manufacturer recommendations.
6. Records Management: Incumbent directs and input all info into the NXP program at post, which includes developing standard procedures for the acquisition, receiving, issuance, storage, inventory, loan, maintenance, refurbishment, and disposal of all non-expendable property. Incumbent ensures that annual physical inventories of all non-expendable and expendable items, including, if property are scheduled, and completed in sufficient time to meet the Department deadlines. Incumbent schedules reconciliation and presentation of inventory reports to the Accountable Property Officer, Property Management Officer, and if required, to the Property Survey Board. Incumbent prepares Capitalized Property Reports for submission to the Head Quarters, tracks and reports the appropriation /allotment, information, depreciated cost, and the estimated years of useful life of an item on a quarterly basis. Incumbent maintains, Office and Residential Inventories files, and also assists the GSO in the preparation of the supply section of the annual budget.
7. Housing: Incumbent manages the residential property component of the housing program and furnishes approximately 19 residences with furniture, furnishings, and appliances. Incumbent ensures that residences are furnished in accordance with established policies and as scheduled, that individual inventories are prepared and delivered to newly arrived American employees upon arrival at post, and that residential inventories of departing employees are conducted thoroughly and in a timely fashion. Incumbent establishes accountability and billing procedures for dealing with cases of damaged or missing property. Incumbent maintains Welcome Kit program at Department of State for all agencies at post.

B. Expendable Supply Supervision:

15% OF THE TIME

1. Supervises and directs overall operations in the receipt, storage, maintenance, issuance and safekeeping of expendable office and residential supplies. As appropriate, makes recommendations regarding property storage, receipt, and disposal in compliance with DOS regulations.
2. Supervises the operation of the WEBPASS Expendable Supplies system. In order to incorporate applications or updates into existing operation system, incumbent is required to self-learn and digest the application first, then work with the Storekeeper to adjust the existing operation procedures as needed.



3. Oversees the development of "Welcome Kits" provided to Americans when they arrive at or leave Post, maintaining the appropriate records. Again, assists the section in coordinating with other units within Management to ensure that the timing and condition of the Welcome Kit delivery is sensible.
4. In close coordination with the Receiving/Supply Clerk, reviews procedures and processes for determining optimal supply levels. Ensures that these are in keeping with Department and industry best-practices and recommends changes to post's SOP as needed. Assists the Receiving/Supply Clerk in the analysis of supply levels to identify obsolete items and dispose of these in a responsible manner, consistent with existing regulations.

C. Disposal Services:

10% OF THE TIME

1. Conducts periodic property utilization surveys to identify unserviceable property for disposal. Suggests the most advantageous method of disposal in compliance with 14 FAM. Justifies disposal reason and certifies the Property Disposal Authorization & Survey Report (PDAS, OF-132). Forwards PDAS for APO and PMO's approval.
2. Organizes and supervises all aspects of disposal sale, organizes bid-list and groups disposal property by agency so that sale proceeds can be correctly credited as required by FMO. Coordinates the set-up and sale. Arranges prompt removal of replacement property sale items sold at the warehouse. Works with the Procurement section to select auctioneer, the RSO for security issues, the PMO and the PDO to ensure all DOS regulations are followed. Finalizes the sale results, arranges donation and/or abandonment of unsold items.
3. Prepares work counts for the Financial Management Office on ICASS support to customer agencies related to property disposals.
4. Supervises the deletion of records after disposal. Work requires coordination with all associated sections and agencies.

D. Supervisory Responsibility

15% OF THE TIME

Incumbent is required to prepare Work and Development Plans (WDPs) and Employee Performance Reports (EPRs) for one Storekeeper and two Warehousemen. In relation to the supervised subordinate, the incumbent must be able to explain new procedures and methods; to motivate the subordinate in order to bring about better work performance; to instill respect in the subordinate; to make equitable work assignments to subordinate, which are clearly understood; to follow through on all assigned tasks and to oversee the career development of the subordinate.

E. Other

5% OF THE TIME

Job holder may be required to fill in for other GSO staff members during absences, as approved by the General Services Officer.

Incumbent performs travel back-up duties.

Designated Money Holder

Incumbent is a designated money holder in accordance with 4FAH-3 H-394.4. Incumbent is personally responsible to the Cashier for any funds received in advance and in accordance with the designated memo on file.

****Note:** This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.

15. Qualifications Required For Effective Performance

a. Education

Completion of an Associate's degree in Business Management or other related field is required.

b. Prior Work Experience

At least 2 years of work experience in a logistics management or customer service environment with a stock management component. At least one year of supervisory experience is required.

c. Post Entry Training

NEPA, ILMS, SHEM and eServices Training; PA-296 How to be a Contracting Officer's Representative; (Incumbent must have completed PA-296 training and certification prior to assuming full performance level duties.); PA-250 FSN Transportation Workshop; 8 hours Smith System Defensive Driving Course; Cyber Security Awareness (PS800), PA-453 – Ethics Orientation for New LE Staff; PA-496 LE Staff Performance Management Evaluation (State 108379); EX-251 - Annual Counterintelligence and Insider Threat Awareness Training course; Softskills training: RP-248-Basic Supervisory Skills; PA- 259 - FSN Supervisory Skills: Beyond the Basics (must have at least 52 weeks in position after completion of RP-248, to qualify for enrollment in PA-259). (Taking the employee from developmental level to full performance level is not dependent on softskills training.) Completion of PA-256 - Advanced Transportation Workshop During the 3rd year of employment;

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread).

Level IV (fluent working knowledge speaking/reading/writing) English is required.

e. Job Knowledge

Must be knowledgeable about U.S. Government regulations and reporting requirements regarding asset management, disposals, controls and supply chain management. Incumbent must be able to perform significant analysis of property utilization, process maps and other management tools to enhance operations and improve management controls. Familiarization with Office Suite tools, including Excel, is key to the success of this position. Must be capable of understanding Department regulations related to Property Management and evaluating post procedures to constantly assess compliance with these and potential areas for improvement. Must also understand expendable supply

f. Skills and Abilities

Must hold a valid Belize (class B2) driver's license. Incumbent must be able to operate warehouse equipment such as hand truck, dolly, platform truck and fork lift. Must be able to pass a physical examination as an occasional driver and must be able to maintain the medical certification for official driving privileges. Individuals not meeting Federal Motor Carrier Safety Regulations medical requirement will not be authorized to operate U.S. Government vehicles. Must be tactful, yet effective, in dealing with official contacts and U.S. mission personnel. The incumbent must demonstrate strong analytical and organizational skills. This includes the ability to evaluate property management activities from an organization-wide perspective; including evaluating post's Standard Operating Procedures, or drafting and recommending these as necessary. Must be able to coordinate activities between various sections under his or her supervision and must be able to organize large-scale tasks so as to meet critical deadlines. This involves coordinating the work of various sections and customers to support the performance of the annual inventory, a task that requires several months to complete and involves the entire post. Incumbent must be able to perform moderately heavy work and lift up to 70 pounds. Ability to work independently and under pressure is required. Good working knowledge of MS Word and Excel is required.

16. Position elements

a. Supervision Received

Incumbent is directly supervised by the General Services Officer and may receive instructions from the Management Officer. Incumbent performs all warehouse functions with little to no supervision

b. Supervision Exercised

Supervises one Storekeeper and two Warehousemen. Incumbent also supervises daily laborers. Directly allocates work to all employees assigned to the warehouse unit. Incumbent is expected to provide guidance and training to the warehouse staff on a daily basis.



c. Available Guidelines

USG shipping regulations, 14 FAM, Integrated Logistics Management System (ILMS), including Asset Management and Transportation Lite, ASYCUDA World user Policy. GSO and Warehouse Standard Operating Procedures, RPA User guide; Inventory reporting guides; ARIBA guidelines, Stock Control User Manual, and GSA Catalog, 6 FAM, guidelines on Property Management, ILMS user manuals.

d. Exercise of Judgment

The position requires significant independent organization and planning. The position must coordinate the delivery and movement of all expendable and non-expendable supplies and materials, ensuring that appropriate documentation, approvals and record-keeping are in place. The position may recommend changes, updates or even new Operating Procedures to ensure post is complying with current regulations and best practices as related to Property Management. Must provide high level of customer service.

e. Authority To Make Commitments

Incumbent enters purchase requests through ARIBA for expendable supplies and non-expendable property utilizing stock level records.

f. Nature, Level, and Purpose of Contacts

Incumbent works closely with OBO/PE/IDF and A/LM/PMP/BA/PM and EMB procurement. Also communicates with Direct Hire Officers of all agencies and FSN employees when conducting household inventory or receiving/delivering supplies or property.

g. Time Expected to Reach Full Performance Level

One year